

# SOP Template: Post-mission Debrief, Documentation, and Vehicle Sanitization

This SOP details the process for **post-mission debrief, documentation, and vehicle sanitization**, covering comprehensive review of mission outcomes, accurate and timely recording of observations and incidents, proper archiving of mission data, and thorough cleaning and disinfection of vehicles used. The procedure aims to ensure mission effectiveness through reflective evaluation, maintain precise records for accountability, and promote hygiene and safety standards by preventing contamination and vehicle-related hazards.

## 1. Purpose

To provide a standardized process for conducting post-mission debriefs, completing required documentation, and performing vehicle sanitization to maintain operational quality, accountability, and safety.

## 2. Scope

This SOP applies to all team members involved in mission execution, including drivers, field agents, supervisors, and support personnel responsible for vehicles and documentation.

## 3. Responsibilities

- **Team Leader:** Facilitate debrief and review documentation.
- **Team Members:** Provide inputs during debrief, complete assigned documentation, and assist in vehicle sanitization.
- **Vehicle Operator:** Ensure vehicle is cleaned and sanitized post-mission.
- **Administrative Staff:** Archive mission documentation.

## 4. Procedure

### 4.1 Post-mission Debrief

1. Immediately after mission completion, convene all team members involved in the mission for a structured debrief session.
2. Team Leader leads discussion covering:
  - Mission objectives “met/unmet
  - Observed incidents or safety concerns
  - Areas for improvement and lessons learned
3. Document all key discussion points in the debrief summary form.

### 4.2 Documentation & Archiving

1. Each assigned member completes his/her section of the mission report, including:
  - Observations and findings
  - Notable incidents, near-misses, and corrective actions taken
  - Time, date, personnel, and location details
2. Team Leader reviews and consolidates all documents.
3. Forward completed documentation to administrative staff for secure archiving.
4. Ensure digital records are stored in the designated drive/folder with proper naming conventions.

### 4.3 Vehicle Sanitization

1. Inspect vehicle interior and exterior for visible contamination or debris.
2. Remove all trash and equipment from the vehicle.
3. Clean all contact surfaces (steering wheels, handles, seats, consoles) using approved disinfectants.
4. Dispose of cleaning materials (gloves, wipes) as per hazardous waste protocols if necessary.
5. Complete and sign the vehicle sanitization checklist.
6. Report any maintenance or additional cleaning needs to the logistics/maintenance department.

## 5. Records and Documentation

| Document                       | Responsible      | Retention Period | Location                         |
|--------------------------------|------------------|------------------|----------------------------------|
| Debrief Summary Form           | Team Leader      | 2 years          | Mission Folder / Digital Archive |
| Mission Report                 | All Members      | 2 years          | Admin Records                    |
| Vehicle Sanitization Checklist | Vehicle Operator | 6 months         | Vehicle Log File                 |

## 6. Review and Improvement

This SOP should be reviewed annually or after any incident that indicates a need for procedural change. Feedback from debriefs should inform updates to processes and training.

## 7. References

- Organization policy manual
- Local vehicle cleaning and disinfection guidelines
- Incident reporting templates and archiving policy